

Privacy Notice

Applicants

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- Making a decision about your employment with Aberdeenshire Council.
- Checking you are legally eligible to work in the UK.
- If the work is regulated work, checking you are not barred for that workforce.
- Identifying whether you have lived or worked abroad and establishing whether a criminal check would be required from that country.
- Assessing qualifications and appropriate registrations appropriate to the role.
- If invited for interview; payment of travelling expenses.
- Anonymised statistical reporting.
- To keep you informed of suitable opportunities should they arise.
- To prevent fraud.

Your information is:

Being collected by Aberdeenshire Council
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract	x	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of	



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		employment, and social security and social protection law	
Legal Obligations			
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests ¹		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
			Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

If information is not supplied it would not be possible to match the individual to a vacancy due to Aberdeenshire Council requiring:

- *Demonstration of skills, qualifications and experience matched to published Job Profile.*
- *To demonstrate eligibility to work in the UK.*
- *To ensure the individual is not barred from regulated work.*
- *To ensure correct level of Overseas Criminal Record Check. (If Required)*
- *Details of appropriate referees to validate previous employment record.*

Your information will be shared with the following recipients or categories of recipient:

Where we are under a legal obligation to do so; for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order.

- *Managers appropriate to the job applied for.*
- *Police Scotland*
- *Department of Work and Pensions.*
- *UK Border Agency.*
- *Third Party contracted assessment service providers (If required as an essential element of the recruitment process).*

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

- *Ireland and Netherlands (Office 365 Security Protocols)*

The retention period for the data is:

In line with the Aberdeenshire Council HR & OD Service data retention scheme found [here](#).



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The following automated decision-making, including profiling, will be undertaken:

Not applicable.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.